

# Sustainable Inclusive Excellence

## - Phase 3 Action Plan Guide -

The action plan guide is designed to help Division/Governance leads and Inclusion Partners facilitate the process of renewing/developing their implementation plans (IP). Both part 1 and 2 of Phase 3 should be completed by the start of the D-term on March 15<sup>th</sup>, 2021.

### Preliminary Readings

All divisions/governance teams are asked to start by reading through each of the 5 documents (listed below). This will serve as a prerequisite to both Part 1: DEI Dialogues and Part 2: Renew/Develop IP.

### DEI Pre-Reading Documents

- WPI's Mission and Values Statement and DEI Terminology
- DEI Framework '20 - '24
- WPI's Project Inclusion Year 3
- Racial Justice Plan and Priorities (WPI Alumni)
- Highlights and Themes: Listening Sessions 2020

### Part 1: DEI Dialogues (Division/Governance)

Division/Governance leads and Inclusion Partners will then facilitate a 1-2hr DEI dialogue with their teams on the pre-reading documents and question prompts (listed below). When facilitating the dialogue, we recommend incorporating a 'Think/Pair/Share' model for each question asked.

Think/Pair/Share:

- Think: All participants are given 2-3 minutes to first reflect on the question prompt
- Pair: Small groups of up to 8 people are then asked to engage in dialogue on the question for 8-10 minutes.
- Share: Finally, all participants are asked to engage in an open discussion about the question.

## DEI Question/Prompts

### Pre-reading Question/Prompts

- What were your overall takeaways from the DEI pre-reading documents?
  - What themes stood out/resonated with you?
  - Were there recommendations that you may be able to incorporate into your role?

### DEI Engagement/Prompts

- What do you believe are your departments/divisions/governance teams' overall diversity, equity, and inclusion (DEI) goals?
  - How does your department/division/governance team currently communicate these DEI goals?
  - What is assumed, spoken, unspoken?
- How would you envision creating a more equitable and inclusive WPI department/division/governance team?
  - What can you/your team do more of?
  - What is missing?
- What change is necessary to create a culture where all community members can feel a strong sense of belonging at WPI?
  - What do you believe are the barriers/roadblocks?
  - What tools and/or resources are needed?

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## Part 2: Renew/Develop Implementation Plans (IP)

For Part 2 there are two pathways. The Renewal pathway is for Divisions that have previously developed implementation plans as part of *Project Inclusion Year 3*. The Developing pathway is for division/governance teams that will be developing an IP for the first time.

Implementation plans should be designed with a two-year timeframe and incorporate short and long-term goals. **Short term goals** are action items that can be accomplished in less than one academic year (one year). **Long term goals** are action items that will take the full two-year implementation cycle to accomplish.

We recommend that each implementation plan include between **3-5 division/governance-specific tangible goals** that are within your team's spheres of influence. Divisions with many distinct departments are welcome to include additional department-specific goals. Additional goals and action items can then be expanded and grown over time.

Note on developing/renewal process:

- For large divisions with numerous departments, this process should be facilitated at the department level, then the division level.
- When developing goals: 1) focus on being outcome-driven not activity driven, 2) show a cause-and-effect relationship between strategies and outcomes, and 3) design goals with the content from the pre-readings in mind.

## Renewal and Developing Pathways

### Renewal Pathway

- Division/Governance leads should start by sharing their current IP with their team 1-2 days before the start of the part 2 meeting.
- Division leads and Inclusion partners should then go over the current IP with their team in detail.
- Division leads and Inclusion Partners should then facilitate a large group discussion about the current implementation plan.
  - The dialogue should be focused on what the team would like to keep, include, and/or revise based on the pre-reading material and part 1 dialogue.
- If revisions are to be made, division/governance leads should then have their team break into small groups and develop one goal each based on the following prompts:
  - **Goal:** A broad statement that outlines what you seek to achieve within your division/governance team.
  - **Tangible Strategies/Initiatives:** What tangible strategies/initiatives will you use to accomplish your goal?
  - **Measures of Success:** How will you measure the success of the tangible strategies/initiatives? (i.e. Data to assess strategy)
  - **Implementation Lead(s):** What constituencies within your division/governance team will be involved with leading this strategy/initiative?
  - **Estimate Start Date:** Tentative start date of the tangible strategies/initiatives
  - **Estimate End Date:** Tentative end date of the tangible strategies/initiatives.
- Have small groups share new/revised goals with a larger group for input.
- The large group should then decide which goals to incorporate into the new IP
- Division/Governance leads and Inclusion Partners then incorporate changes and complete the IP worksheet.

### Developing Pathway

- Division/Governance leads and Inclusion Partners should start by sharing the implementation plan worksheet with their team.
- Division/Governance leads should then have their team break into small groups and develop one goal each based on the following prompts:
  - **Goal:** A broad statement that outlines what you seek to achieve within your division/governance team.
  - **Tangible Strategies/Initiatives:** What tangible strategies/initiatives will you use to accomplish your goal?
  - **Measures of Success:** How will you measure the success of the tangible strategies/initiatives? (i.e. Data to assess strategy)
  - **Implementation Lead(s):** What constituencies within your division/governance team will be involved with leading this strategy/initiative?
  - **Estimate Start Date:** Tentative start date of the tangible strategies/initiatives
  - **Estimate End Date:** Tentative end date of the tangible strategies/initiatives.
- Have small groups share developed goals with the larger group for input.
- The large group should then decide which goals to incorporate into the new IP
- Division/Governance leads and Inclusion Partners then add goals to complete the IP worksheet.

#### Note on Phase 3 Process

These guidelines are meant to be general so that Division/Governance leads and Inclusion Partners have the autonomy and agency to modify their approach to phase 3 that best suits their unique department structures and priorities.